

# S&MA Mission Services Task Directive

REC'D JUL 08 2002

<b>Control No.</b> 1 12	<b>ORG No.:</b> QS40	<b>PROJECT SYMBOL:</b> CRM	<b>Contract No.</b> NAS8-00179
<b>Originator's Signature:</b> for Angelia Walker/QS40 <i>Rondal C. Mazi</i>		<b>Date:</b> 07-08-02	<b>Originator's Priority:</b> High
<b>Office Manager's Signature:</b> for Angelia Walker/QS40 <i>Rondal C. Mazi</i>		<b>Date:</b> 07-08-02	
<b>COTR's Approval:</b> Terry Hamm/QS01 <i>Terry Hamm</i>		<b>Date:</b> 7-8-02	

**Subject:** Provide consultation services to the MSFC Continuous Risk Management Study

**Task Description:**

Marshall Space Flight Center (MSFC) is required to conduct Continuous Risk Management (CRM) on all of its programs and projects. To assess the health and status of Center CRM planning and execution, using Agency CRM criteria as a benchmark, MSFC will form a small team of personnel with CRM expertise to review the CRM practices and procedures of a representative sample of MSFC programs and projects. This assessment team will be co-led by one government representative each from S&MA and SMO. This team will compile inputs, observations and recommendations from all team members into a final report and a presentation to MSFC management. The purpose of this Statement of Work (SOW) is to provide one additional member (as a S&MA contractor) to this assessment team.

Risk Management (PWS Section 10.0)

- 1) Act as Secretariat of the Assessment Control Team (ACT)
- 2) Provide expert risk management advise to the team
- 3) Provide expert advice and suggestions for a project risk interview checklist
- 4) Review the Draft Assessment Team Evaluation Plan and provide recommendations to the plan and consolidating all team member comments into the final plan
- 5) Provide support to the ACT evaluation of MSFC and Agency Risk Management documentation
- 6) Participate in ACT planning teleconferences
- 7) Provide onsite support for two separate, 3-day project interview sessions at MSFC
- 8) Provide onsite support for one management briefing at MSFC
- 9) Analyze the results of the ACT survey and prepare an Assessment Report incorporating all team comments into the Assessment Report
- 10) Prepare of a final report consisting of ACT findings, observations and recommendations
- 11) Prepare a management briefing to include a summary of ACT findings, observations and recommendations

# S&MA Mission Services Task Directive

Control No. 112

PROJECT SYMBOL: CRM

Contract No. NAS8-00179

## Deliverables:

### Risk management

- 1) Assessment Control Team Plan
- 2) Project interview checklist
- 3) Minutes from team meetings and teleconferences
- 4) Minutes from project interviews
- 5) Final Report
- 6) Presentation for Management

## Schedules/Duration:

This TD covers activities through the period of performance of July '02 to September 30, '02

Report Progress To: Lead for CRM

Frequency of Report:  
ongoing